

\*A new form should be used each day

# Home Transportation Form

Date: 3/17/14

Center Name: ABC Learning Center

Identifying  
center  
information

Center Phone Number: 770-456-7890

Day of the Week **(M)** T W Th F S Su

Vehicle Tag Number: APK789

Staff on Vehicle:

Betty Smith

Child's First and Last Name (Each child listed individually)	Pick-Up Address	Drop-Off Address		O N	Load Time	O F F	Unload Time	COMMENTS
Michael Peterson	889 Hall Street	123 ABC Street	AM	√	7:45	√	8:25	
	123 ABC Street	889 Hall Street	PM	√	3:30	√	4:10	
Cameron Peterson	889 Hall Street	123 ABC Street	AM	A		A		Home sick
	123 ABC Street	889 Hall Street	PM	A		A		
Anna Billings	763 Butler Ave	123 ABC Street	AM	√	7:50	√	8:25	Record comments in this column
	123 ABC Street	763 Butler Ave	PM	√	3:30	√	4:00	
Rachel Stewart	615 Rose Lane	123 ABC Street	AM	√	8:00	√	8:25	
	123 ABC Street	615 Rose Lane	PM	√	3:30	√	3:55	
Samantha Fields	2200 Rincon Drive	123 ABC Street	AM	√	8:05	√	8:25	
	123 ABC Street	2200 Rincon Drive	PM	√	3:30	√	3:50	
Sarah Lewis	391 Rowdy Road	Eastside Elementary	AM	√	8:15	√	8:20	
	333 School Street	391 Rowdy Road	PM	√	3:35	√	3:40	
Transported children listed here (first and last names)	Address where the child is picked up from (could be center or home)	Address where the child is taken to (could be center or school)	AM					
			PM					
			AM					Check each child on and off with symbol. Record time for loading and unloading.
			PM					
			AM					
			PM					
			AM					
			PM					

	Time of Departure (from facility)	Time of Return (to facility)	<b>FIRST CHECK</b> Signature of staff - no child left	<b>SECOND CHECK</b> Signature of staff- no child left	If applicable, signature of staff who reported by phone that vehicle was checked	If applicable, name of person reported to
AM	7:30 am	8:20 am	<i>Betty Smith</i>	<i>Patsy Collins</i>		
PM	3:30 pm	4:15 pm	<i>Betty Smith</i>		<i>Betty Smith</i>	<i>Tara Lee</i>

Revised 3/17/14

Time vehicle leaves and returns to the facility

Verifications of first and second checks of vehicle. Completed each time children are unloaded. Two checks of vehicle REQUIRED.

A phone call was made at the return trip to the facility because there was no other staff person present at the facility and a 2<sup>nd</sup> check couldn't be completed.

Person reported to